



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date September 19, 1985	1. Agency Address Georgia Department of Transportation Office of Contract Administration Room 227 Atlanta, Georgia 30334	Application Number 73-468-A	Date Received SEP 24 1985
Application Number		Date Completed JAN 3 1986	
2. Person to Contact Leon Mathis		Working Title Engineer Tech. V	Telephone Number 656-6152
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-468A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974	Latest Present	5. Records Series Title (followed by title used in office, if different) Rejected Contractor's Bid Proposal File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Construction is responsible for lending technical advice to the seven (7) District Offices on construction, for reviewing the construction within the Department from the quality standpoint, for making decisions for the State Highway Engineer related to construction contracts and for generally overseeing construction projects of the Department.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: rejecting bid proposals submitted by contractors for the construction of Highway projects.  Included are: Contractor's Proposal Special Provisions Supplemental Specifications   File is arranged: Chronologically by letting date			
8. Monthly Reference Rate One to six months old 40; Seven to twelve months old 21; Thirteen to twenty-four months old extensively twenty-five months and older 0? <span style="float: right;">1 ref. per yr. M. Haer 10/10/85</span>			
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify) 144 cu. ft. yearly			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>Only accepted proposals become public records</u>
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                  |                                   |                 |
|--------------------------|------------------|-----------------------------------|-----------------|
| a. State Law             | _____ years.     | d. Audit period                   | _____ years.    |
| b. Statute of limitation | <u>4*</u> years. | e. Administrative need            | <u>7</u> years. |
| c. Federal law           | _____ years.     | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requires 7 year retention for current and future bid-rigging investigations.

O.C.G.A. States that all felony prosecutions must be brought within 4 years after commission of crime, but provides for extension of time in certain circumstances (see attached).

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other June 30 and Dec. 31 then,

- ☒ Hold in the current files area 6 mo. month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 6 1/2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Recommended retention period fulfills administrative requirements.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>Henry L. Wolford</u>	<u>9/19/85</u>	<u>Martha B. Beck</u>	<u>9/19/85</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<u>11/14/86</u>
		Secretary of State/Designee	<u>11/12/85</u>
		Attorney General/Designee	<u>1/2/86</u>



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date October 9, 1984	1. Agency Address Georgia Dept. of Transportation Office of Contract Administration Room 227 Atlanta, Georgia 30334	Application Number 73-468-A	
Application Number		Date Received OCT 18 1984	Date Completed DEC 07 1984
2. Person to Contact Phil King		Working Title Eng. Contract Spec. III	Telephone Number 656-5293
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-468-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974		5. Records Series Title (followed by title used in office, if different) Present Rejected Contractor's Bid Proposal File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Office of Construction is responsible for lending technical advice to the seven (7) District Offices on construction, for reviewing the construction within the Department from the quality standpoint, for making decisions for the State Highway Engineer related to construction contracts and for generally overseeing construction projects of the Department.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: rejecting bid proposals submitted by contractors for the construction of highway projects  Included are: Contractor's Proposal Special Provisions Supplemental Specifications  File is arranged: Chronologically by letting date			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 40; Seven to twelve months old 21; Thirteen to twenty-four months old extensively twenty-five months and older 0?			
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify) Boxes - Records Paper, Center type. Approximately 100 to 144 a year			

YES	NO	10. Questionnaire (Place an "X" in the proper column.)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Only accepted proposals become public records.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |                  |                                   |                 |
|--------------------------|------------------|-----------------------------------|-----------------|
| a. State Law             | _____ years.     | d. Audit period                   | _____ years.    |
| b. Statute of limitation | <u>4*</u> years. | e. Administrative need            | <u>7</u> years. |
| c. Federal law           | _____ years.     | f. Federal retention instructions | _____ years.    |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requires seven-year retention for current and future bid-rigging investigations.

O.C.G.A. states that all felony prosecutions must be brought within four years after commission of crime, but provides for extension of time in certain circumstances (see attached).

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 6 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Recommended retention period fulfills administrative requirements.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Donald Edwards</i>	10/9/84	<i>Martha Beck</i>	10/10/84

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>Thomas A. Linn</i>	10-5-84
Secretary of State/Designee	<i>Edward Urdon</i>	11-01-84
Attorney General/Designee	<i>David Hughes</i>	12/5/84

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)

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5  
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date September 18, 1978	1. Agency Address Department of Transportation Contracts Administration Atlanta, Ga. 30334	Application Number <b>73-468-A</b>	
Application Number		Date Received SEP 28 1978	Date Completed OCT 18 1978

2. Person to Contact Phil King	Working Title Engr Aug IV	Telephone Number 656-5293
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3. Action Requested

a. ☐ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☒ Amend Application No. 73-468 Check One: ☒ Change; ☐ Supersede; ☐ Void

4. Dates of Series Earliest 1974	Latest Present	5. Records Series Title (followed by title used in office, if different) Rejected Contractor's Bid Proposal File
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6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Office of Construction is responsible for lending technical advice to the 7 District officer on construction, for reviewing the construction within the Department from the quality standpoint, for making decisions for the State Highway Engineer related to construction contracts and for generally overseeing construction projects of the Department.

7. Record Series Description This file contains the following documents (include form numbers and titles, if any):  
Attach samples of the file.

Documents relating to: rejecting bid proposals submitted by contractors for the construction of highway projects.

Included are:

- Contractor's Proposal
- Special Provisions
- Supplemental Specifications

File is arranged: Chronologically by letting date.

8. Monthly Reference Rate How often are records referred to which are:

One to six months old 20; Seven to twelve months old 1; Thirteen to twenty-four months old 0; twenty-five months and older 0?

9. Annual Rate of Accumulation of Records

Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) Boxes - Records

Center Type approximately 50 - 60 per year.

Recommendations by pre-graph 12 are approved. (If disapproved, attach letter of explanation.)

State Auditor/Designee  
Executive Director/Designee  
Attorney General/Designee

State Records Committee (Signature)  
Carol J. Hall  
Carol J. Hall

Date  
10-12-78  
10-12-78  
10-12-78

Agency Head/Designee (Signature)

Date

Records Management Officer (Signature)

Date

Sept 18, 1979

These instructions apply to all prior and future accumulations of the series.

### Recommended retention period fulfills administrative requirements:

- ☒ Hold in the current filing area
- ☒ Transfer to local holding area; hold \_\_\_\_\_ month(s); then \_\_\_\_\_ year(s); then \_\_\_\_\_
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then \_\_\_\_\_
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify): \_\_\_\_\_

### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each \_\_\_\_\_

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_

Attach copy or excerpt of laws or regulations. Explain administrative need.

- a. State Law \_\_\_\_\_ years.
- b. Statute of limitation \_\_\_\_\_ years.
- c. Federal law \_\_\_\_\_ years.

d. Audit period \_\_\_\_\_ years.

### 11. Retention Requirements

The following requires the series to be kept:

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date <b>7/11/73</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received <b>7-11-73</b>	Application No. <b>73-468</b>
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration Office of Contracts Administration Atlanta, Georgia		4. Person to Contact  Charles Goddard	
		5. Working Title Eng. Auditor IV	6. Tel. No. 656-5293

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

9. Exact Series Title

1967 - To Date

**REJECTED** Contractor's Bid Proposal File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to bid proposals submitted by contractors for the construction of highway projects that are rejected by the Department.

Included are: Contractor's Proposal  
Special Provisions  
Supplemental Specifications

File is arranged chronologically by letting date.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers			FLOOR SPACE OCCUPIED (Square Feet)	In Office(s) In Storage Area(s)			
Legal-size File Drawers				21 75			
Boxes	60	120	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				20	1	per month	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? The rejected proposals are confidential. Only the proposal that is accepted becomes a matter of public record. ☒ [X] ☐ [ ]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ [ ] CALENDAR YEAR - ☒ [X] FISCAL YEAR - ☐ [ ] Other

then:

- ☐ [ ] Hold in the current files area month(s)/ year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [ ] Local Holding Area; hold 3 year(s):
- ☒ [X] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

**Rationale:** The recommended retention period fulfills administrative requirements.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 7/19/73

26. Recommendations

☐ [ ] Approved ☐ [ ] Disapproved

Head of Agency/Designee

Date 7/10/73

in Paragraph

State

☒ [X] Approved ☐ [ ] Disapproved

Department of Audits/Designee

Date 7-26-73

25 are:

Records

☒ [X] Approved ☐ [ ] Disapproved

Secretary of State/Designee

Date 7-19-73

Committee

☒ [X] Approved ☐ [ ] Disapproved

Department of Law/Designee

Date 7-27-73